



# United Nations Industrial Development Organization

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## General Conference

### Thirteenth session

Vienna, 7-11 December 2009

## Advance information for participants

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*Note:* The present document contains information concerning the General Conference that was available at the time of printing. Further announcements as well as detailed information on room allocations and telephone extensions will be included in the first issue of the *Journal*.

For reasons of economy, this document has been printed in a limited number. Delegates are kindly requested to bring their copies of documents to meetings.



1. The present document provides updated information subsequent to the issuance of document GC.13/INF.1.

#### Conference passes

2. As stated in paragraph 13 of document GC.13/INF.1, each participant will require a pass with a photograph for entry into the VIC premises during the session. **It is emphasized that every effort should be made by participants to register and be issued with passes PRIOR TO THE Conference to avoid delays at the entrance to the VIC. This is particularly important taking into account new security procedures for visitors, who have to pass through X-ray screening BEFORE proceeding to Gate 1 for the issuance of a pass.** To assist delegates in this respect, and thereby avoid queues on the opening day, a number of pre-session possibilities exist.

3. Permanent Missions in Vienna may arrange the issuance of badges prior to the arrival of delegation members from outside Vienna by providing passport-size colour photographs directly to the VIC Pass Office (Imad.Zaher@unvienna.org and VICsecuritypassoffice@unvienna.org). Photographs should be a head view with white background in jpg format, minimum 4 x 4 cm (2 x 2 inches). Following receipt by the PMO Secretariat of the written communication containing the full names and titles of delegation members, photographs will enable the Pass Office to issue badges, which may then be collected by the Permanent Mission. The Pass Office is located at Gate 1.

4. Other delegates travelling to Vienna are strongly encouraged to arrive on the weekend in order to take advantage of pre-session registration. To facilitate early registration, the opening hours for registration on Sunday, 6 December, have been extended. Thus, registration and issuance of conference passes at VIC Gate 1 (Pass Office) will be as follows:

Thursday-Friday, 3-4 December	10 a.m. – 5 p.m.
Sunday, 6 December	10 a.m. – 6 p.m.
Monday, 7 December	8 a.m. – 5 p.m.
Tuesday, 8 December	8 a.m. – 5 p.m.

5. **It is once again emphasized that representatives of Member States will not need to queue for X-ray screening once in possession of a badge. Therefore, pre-session registration is strongly encouraged.**

6. Those delegates who are unable to register before 7 December are encouraged to arrive as early as possible that morning. While registration and security staff will be increased to minimize delays at the entrance, it must be emphasized that space constraints and security measures may result in queues.

7. As M-building is part of the VIC, holders of VIC passes do not require new passes to enter the conference facilities. However, delegates already in possession of a pass will only be mentioned in the list of participants if their names have been included in communications to the Secretariat concerning the composition of delegation.

8. It should be noted that these provisions do not apply to heads of State/Government or Ministers, as they will be issued special badges.

#### **VIC entry for official cars**

9. The registered cars of permanent missions will be able to park as usual.

10. While some commercial parking is available near the VIC, participants without access to authorized cars are advised to use the excellent public transportation system, as the VIC is located directly next to the underground station “Kaisermühlen – Vienna International Centre” on the U1 line.

#### **List of speakers**

11. As stated in document GC.13/INF.1, paragraph 19, the list of speakers for the general debate opened on 9 November 2009. Requests should be directed to the Policymaking Organs Secretariat, room D2213, telephone (+43) 26026-3031.

#### **List of participants**

12. As indicated in document GC.13/INF.1 (paras. 7-8), a provisional list of participants will be available on the first day of the Conference. It will contain information on the composition of delegations which has been communicated to the Secretariat by 5 p.m. on Wednesday, 2 December 2009. In accordance with new standards for lists of participants, full names and titles will be shown rather than first initials and family names as in previous years. Names and titles will be entered in accordance with information received from Governments and organizations. Delegations are requested to notify, in writing, the staff at the registration desk, or the Secretariat of the Conference, of any subsequent changes to ensure the accuracy of the final list.

#### **Statements of delegates**

13. In line with the recommendations of permanent missions in Vienna on the organization of work discussed on 16 October 2009, delegates are urged to keep the duration of their statements in the general debate to 10 minutes.

#### **Receivers in meeting rooms**

14. Portable receivers will be available in the Plenary and Main Committee to enable participants to follow the proceedings in the official languages of the Conference. **As these receivers must be serviced between meetings, participants are requested not to remove them from the meeting rooms.**

#### **Information desk**

15. An information desk will be set up at the entrance to the M-building where general information concerning the Conference, location of meeting rooms and offices, telephone extensions, etc. may be obtained.

#### **Media contact**

16. Information concerning facilities for the media was provided in document GC.13/INF.1, paragraphs 56-57. Inquiries should be addressed to Mr. M. Evstafyev,

Public Advocacy and Communications Unit, UNIDO, VIC, P.O. Box 300, A-1400 Vienna, telephone (+43-1) 26026-5021 (mobile +43-650-391-5278).

**Available conference rooms**

(supersedes “Conference rooms available” in document GC.13/INF.1, para. 16)

17. The following conference rooms are available in the M-building (VIC):

<b>Room</b>	<b>Location</b>	<b>Purpose</b>
Plenary hall	1st floor (M01)	Plenary
Boardroom A	2nd floor (M02)	Main Committee
Conference rooms M5, M6, M7	Ground floor (MOE)	Various
Press/conference	Ground floor (MOE 71A)	Round tables

**Regional group meetings**

18. Within the limits of space and services available, every effort will be made to accommodate groups of delegations wishing to meet. Requests for such meetings should be made to the Meetings Control and Servicing Unit, room M02 22, second floor, M-building (M02), telephone 26020 extensions 4615, 3115, 5455.

**Sanitizers**

19. Taking into account the H1N1 influenza epidemic, sanitizers have been installed in various places in the VIC, addressing the importance of washing hands properly several times a day, as recommended by medical experts. The location of sanitizers in the M-building will be announced in the *Conference Journal*.

## Annex

## Proposed tentative schedule of work, General Conference, thirteenth session, 7-11 December 2009

PROPOSED TENTATIVE SCHEDULE OF WORK				
<i>Monday, 7 December</i>	<i>Tuesday, 8 December</i>	<i>Wednesday, 9 December</i>	<i>Thursday, 10 December</i>	<i>Friday, 11 December</i>
<b>1st plenary meeting</b> <u>10 a.m. – 12:30 p.m.</u>	<u>9 a.m.</u> General Committee	<u>9.15 – 10.15 a.m.</u> Credentials Committee (tentative)		
Opening of the session	<b>3rd plenary meeting</b> General debate <u>10 – 11 a.m.</u>	<b>5th plenary meeting</b> General debate <u>10 a.m. – 1 p.m.</u>	<b>7th plenary meeting</b> <u>10 a.m. – 1 p.m.</u>	<b>9th plenary meeting</b> <u>10 a.m. – 2 p.m.</u>
Item 22: Appointment of the Director-General				Consideration and adoption of decisions and resolutions
Statements by Heads of State and Government				
Opening of General Debate	<b>Main Committee - 1st meeting</b> <u>10 a.m. – 1 p.m.</u>	<b>Main Committee - 3rd meeting</b> <u>10 a.m. – 1 p.m.</u>	<b>Main Committee - 5th meeting</b> <u>10 a.m. – 1 p.m.</u>	
	<b>Forum (Part II)</b> <b>Global Economic Recovery: Seizing Opportunities for Greening Industries</b> <u>11 a.m. – 1 p.m.</u>	<b>Round Table (EUR/NIS)</b> <b>Sustainability Standards: Hurdles or Opportunities?</b> <u>11 a.m. – 12:30 p.m.</u>		
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*	*	*	*	*
*	*	*	*	*
<b>2nd plenary meeting</b> General debate <u>3 – 4:30 p.m.</u>	<b>4th plenary meeting</b> General debate <u>3 – 7 p.m.</u>	<b>6th plenary meeting</b> General debate <u>3 – 6 p.m.</u>	<b>8th plenary meeting</b> General debate <u>3 – 6 p.m.</u>	
	<b>Main Committee - 2nd meeting</b> <u>3 – 6 p.m.</u>	<b>Main Committee - 4th meeting</b> <u>3 – 6 p.m.</u>		
	<b>Round Table (AFR)</b> <b>Towards Sustainable Biofuels Industries in Africa</b> <u>3 – 4:30 p.m.</u>	<b>Round Table (ARB)</b> <b>Investing in and Financing Green Business</b> <u>3 – 4:30 p.m.</u>		
<b>Forum (Part I)</b> <b>Global Economic Slowdown: the Impact on Manufacturing</b> <u>4:30 – 6:30 p.m.</u>	<b>Round Table (ASP)</b> <b>Is Green Industry the Next Engine of Growth for Asia and the Pacific?</b> <u>5 – 6:30 p.m.</u>	<b>Round Table (LAC)</b> <b>Promoting Renewable Energy Industry in Latin America and the Caribbean</b> <u>5 – 6:30 p.m.</u>	<b>Main Committee - 6th meeting</b> <u>3 – 6 p.m.</u>	
<b>Reception hosted by Director-General</b> <u>7 – 8:30 p.m.</u>				